

For release
Tuesday, February 27, 1940

R-648

UNITED STATES DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION

WASHINGTON, D. C.

TITLE 29 - LABOR
CHAPTER V - WAGE AND HOUR DIVISION

PART 516

REGULATIONS ON RECORDS TO BE KEPT BY EMPLOYERS
PURSUANT TO SECTION 11(c) OF THE FAIR LABOR
STANDARDS ACT

The following amendment to Regulations, Part 516
(Regulations on Records to be Kept by Employers Pursuant
to Section 11(c) of the Fair Labor Standards Act of 1938)
is hereby issued. This amendment amends Section 516.3 of
said regulations (Place and Period for Keeping Records)
and shall become effective upon my signing the original
and publication thereof in the Federal Register and shall
be in force and effect until repealed or modified by regu-
lations thereafter made and published.

Signed at Washington, D. C., this 20th day of
February, 1940.

Harold D. Jacobs

Harold D. Jacobs, Administrator
Wage and Hour Division
U. S. Department of Labor

SECTION 516.3 - PLACE AND PERIOD FOR KEEPING RECORDS

(a) Each employer shall keep the records required by Section 516.1 at the place or places of employment, or at one or more established central record keeping offices where such records are customarily maintained. Where such records are maintained at a central record keeping office, other than at the place or places of employment, the employer, in addition to the records required by Section 516.1, shall maintain a record for each employee of the total wages paid and total hours worked each workweek at the place or places of employment.

(b) / All records required by Section 516.1 shall be kept safe and readily accessible for a period of at least four years after the entry of the record, and such additional records as are required by subsection (a) hereof shall be kept safe and readily accessible for a period of at least two years after the entry of the record. All such records shall be open to inspection and transcription by the Administrator or his duly authorized and designated representative at any time. Where the records required by Section 516.1 are maintained at a central record keeping office, other than at the place or places of employment, such records shall be made available at the place or places of employment without delay upon reasonable advance notice from the Administrator or his duly authorized and designated representative.*

*(This Section 516.3 as amended, issued under the authority contained in Section 11(c), 52 Stat. 1060.)